

JO DAVIESS COUNTY EMERGENCY TELEPHONE SYSTEM BOARD

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JO DAVIESS COUNTY
COMMUNICATIONS
LAW*FIRE*EMS



MINUTES FOR THE REGULAR MEETING OF OCTOBER 5, 2016

CALL TO ORDER: The regular meeting of the Emergency Telephone System Board was called to order by the Chairman at 7:04 pm in the Jo Daviess County Sheriff's Conference Room, 330 North Bench Street, Galena, Illinois.

ROLL CALL: Board Members Present:
Bill Kimball, Kevin Stewart, Matt Judges, Helen Kilgore, and Michael Staver

Board Members Absent: Nate Johnson and RJ Winkelhake

Others Present: Sgt. Mike Moser and Stacy Meade

A quorum was established.

PUBLIC COMMENTS: None at this time.

CORRESPONDENCE: Sgt. Mike Moser, ETSB Coordinator, advised that our region has received an email regarding a study currently being conducted by Michelle Lilly, PhD, Assistant Professor of Psychology from NIU regarding tele communicators work related stress. The email is requesting letters of support required for her to apply for a National Institutes of Health grant that would allow her to continue her research on tele communicator's work related stress.

MEETING MINUTES: The September 7, 2016 meeting minutes were approved as presented.

FINANCIAL REPORTS: September financial reports were reviewed. The Monthly Financial Statements were approved as presented to submit for audit. The total accounts payable claim for September 2016 is \$3,662.84. **Kevin Stewart made a motion to approve the accounts payable claim for September 2016 in the amount of \$3,662.84. The motion was seconded by Michael Staver and motion passed.**

REPORTS:

- A. **Sheriff's Report:** The Sheriff was not in attendance but Sgt. Mike Moser mentioned that the Sheriff has been approached by someone expressing interest in becoming an ETSB Board Member. There are currently no openings available.
- B. **Coordinator's Report:** Sgt. Mike Moser, ETSB Coordinator, advised on a few ownership changes. Spillman Technologies was purchased by Motorola. CDI, L.R Kimball's Communication Technology Division is now a part of Federal Engineering, Inc. There should be no team changes or changes with service. Sgt. Mike Moser also advised that Carroll County has expressed interest in joining the NINGA group members on the NG9-1-1 contract.
- C. **Assistant Coordinator's Report:** Ben Petitgout was absent. Sgt. Mike Moser, ETSB Coordinator, advised on his behalf. There was a NG9-1-1 modem on existing equipment that failed. There were no information, phone numbers etc. showing up on incoming calls. The problem was resolved and equipment replaced.

UNFINISHED BUSINESS:

- A. Discussion and possible action to authorize the coordinator to expend monies (not to exceed) for the purpose of obtaining 9-1-1 database records for the NG911 project. **Helen Kilgore made a motion to approve authorization to the Coordinator to expend monies not to exceed \$2,500.00 for the purpose of obtaining 9-1-1 database records for the NG911 project. This motion was seconded by Bill Kimball and the motion passed.**
- B. Discussion and possible action on generator maintenance. Discussion regarding generator maintenance performed at the Galena Tower, the Elizabeth Tower, and the 911 Call Center. Billing statements from Genesis Power for the Level II maintenance, repairs and testing to the EM Power System on the Elizabeth tower totaling \$440.00. Billing statement total for the Level II maintenance, repairs and testing to the EM Power System on the Galena tower was \$440.00. Billing statement total for the Level II maintenance, repairs and testing to the EM Power System on the 911 Call Center tower was \$660.00 **Bill Kimball made a motion to approve and pay the generator maintenance expense as follows: Pay half (1/2) of the Elizabeth tower maintenance in the amount of \$220, half (1/2) of the Galena tower maintenance in the amount of \$220 and half (1/2) of the 911 Call Center tower maintenance in the amount of \$214.50. Total for all three \$654.50. Remaining portions of the bills are the responsibility of Emergency Management, Sheriff's Office and the IT Dept. This motion was seconded by Helen Kilgore and the motion passed.**

NEW BUSINESS: None at this time.

CLOSED SESSION: None at this time.

BOARD MEMBER CONCERNS: None at this time.

PUBLIC COMMENTS: None at this time.

ADJOURNMENT: The meeting adjourned at 7:45 p.m. following a motion made by Michael Staver and seconded by Matt Judges.

Next meeting date is Wednesday, November 2, 2016 in the Jo Daviess County Sherriff's Conference Room. .